

Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday January 12, 2022 at 12:00 PM

With Covid-19 restrictions lifted, the public is now able to attend the meeting in person. You may also dial into the meeting via Zoom. Please note that if you are attending via Zoom, it will be in listen only mode, and comments will not be able to be made. Comments can be e-mailed to the Port to be addressed to the commission during the public comment section.

Commissioners Present: Graham Black
Victoria Compton
Barbara Marrett

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Auditor
Tami Hayes, Harbormaster
Mike Roling, IT System Administrator

Public Present: Don Eaton, Marina Customer
Shyrl Eaton, Marina Customer

Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

Discussion Items:

A. Commissioner Committees

The Commission discussed Committees that they have served on in the past. In the past the Marine Resources Committee had a Commissioner serve on it, this year Assistant Harbormaster, Adam Parrott will.

Due to the appearance of conflict of interest with newly elected Commissioner Compton, the Port cannot have a member of the staff be a part of the San Juan Economic Development Council (EDC).

Commissioner Marrett offered to serve on the Executive Committee of the Washington Public Port Association.

The Executive Director stated that the Port has had a presence in the past with Solid Waste. If something comes forward with them, he will bring it to the Commission's attention.

B. 80' Boathouse Viability

The Commission reviewed the viability of the 80' boathouse since the last snowstorm. The center of the building sunk to where the floats were completely underwater with no reserve buoyancy left in the middle. The safety of the building during a nor'easter or snowstorm is questionable. It is not going to just fall down on any given day but would be in danger in situations where the structure is being flexed.

The Executive Director states that it would be a significant cost to rebuild it. In addition, the Port lacks the needed equipment and skills for elevated over water construction. He recommends decommissioning it during the summer and potentially using that area as a permanent uncovered slip.

This winter, he does feel comfortable enough with it being used under the condition that either the boat owner or the Port move the boat from the boathouse prior to an approaching storm.

Don Eaton, Marina customer stated that they have been working on the boat in the boathouse and the kind of work we're doing it is helpful to be undercover. Since Port staff chained it up, he didn't see a lot of movement during the nor'easter and southern winds like he previously did. Mr. Eaton would appreciate if the Commission went with the Executive Director's recommendation.

The Commission stated that this is currently a discussion item and will come back as an action item during a future meeting.

C. Alternate Site for IOSA Headquarters Building

Originally IOSA was going to have their headquarters at the Marine Trade Center (MTC) at Jensen's, but the building's estimated cost was approximately \$6 million. Since that is out of budget, the Port would like to use the \$225,000 State Grant Funds at a different location to build something more affordable. This would also free up additional space at Jensen's for the boatyard.

There are two alternate sites that the building could go. One option would be an expansion of where they're currently located at 532 Shelter Road. It would be less expensive, less visible, but not as easy to access. The second option is 352 Cattle Point Rd.

The Executive Director stated that since this has previously been approved, it's more of an administrative task, just changing the address. This is not a budgetary impact. He will bring this to IOSA in the next two weeks and come back with their preferences as an action item at the next Port Commission Meeting.

D. Initial Discussion on the Process for Updating the Strategic Plan for Port Properties

The Commission discussed updating the Strategic Plan for Port Properties. They would like an overarching strategic document that gives a main direction and captures why the Port exists, economic development, environmental stewardship, public, etc.

The Executive Director is going to send the Commission past scopes of work as well as other Ports plans to review and give feedback.

E. First Touch on 2022 Commissioner Goals

The Commission discussed the goals for 2022. Commissioner Marrett's 2022 goals center on communication with the public: core customers, business leaseholders, and local and state government. An example would be sending out newsletters and press releases on a regular basis. In addition, to have more communication with Port staff, having the five managers attend the Commission Meetings and give a report to the Commission. This would include the Marina, Jensen Boatyard, Maintenance Department, Auditor, and the Airport.

Action Items:

A. Ratify Commission Officer Positions

Commissioner Marrett will be Chair, Commissioner Compton will be Vice Chair, and Commissioner Black will be serving as Secretary.

- A.** Commissioner Compton moved to approve the officer positions as stated, Commissioner Black seconded, and approved with 3-0 vote.

B. Adopt 2022 Meeting Calendar

The Commission discussed their availability for the upcoming year. Commissioner Marrett will be gone all of June and July, Compton will be gone at the end of June.

Commissioner Black moved to adopt the 2022 Meeting Calendar with the correction that there will only be one meeting in June, Commissioner Compton seconded, and approved with 3-0 vote.

Regular Business:

- B.** The Commission approved vouchers #02440-02475 for \$384,518.71
Commissioner Black moved to approve, Commissioner Compton seconded, and approved with 3-0 vote.

- C. The Commission approved payroll and vouchers #02476-02480 for \$10,393.14 Commissioner Black moved to approve, Commissioner Compton seconded, and approved with 3-0 vote.

Staff Reports:

A. Auditor – 2021 Contracts

The Port Auditor provided the Commission with copies of Contracts that the Executive Director has signed for 2021 for review.

B. Director's Report

The Executive Director gave updates on the various projects in process.

Shipyard Cove Marina's footprint of expansion has been finalized. A contract for the topography for the water depth has been sent out. Then a sub bottom profile scanning will take place which will tell how deep the sediment is and where we have rock. Next a pile design will be put together and then the actual cost numbers will be compiled prior to submitting for permits. Once the Executive Director has a design and numbers, he will bring it back to the Commission for review.

The barge landing and trave lift pier engineering is still in process. The Executive Director is currently working with the state legislature on getting additional funds to finish up the permitting and potentially install a new electrical backbone.

The Jensen rebuild has six fingers left, electrical installation will be started soon, and we are waiting to hear back on the permits for the covers. Hopefully by the end of March the customers should be able to move back to their slips minus the roof coverings.

The Northwest T-Hangars is still in a holding pattern. The bonding company is still working with local contractors to pick up where Olympic Peninsula left off.

The Airport was a shining star among regional airports for keeping the runway nice and clear during the storm.

Port Commissioner and Committee Reports:

Commissioner Black would like for the Commission and Executive Director to think about possibly expanding the trail system at Jackson Beach. To have a trail from the north end of the beach to the south closer to the driftwood so you don't have to walk on the road or through people's barbeque stations. He suggested maybe having a student or volunteer work with Port Staff to design a trail for a community project. Commissioner Black will work with the Executive Director to bring on a volunteer.

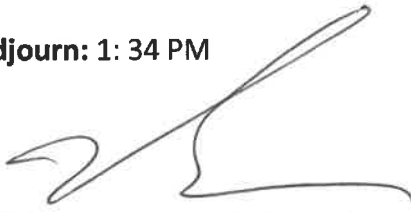
Commissioner Marrett suggested that the Port offer a Wellness Program to the staff. It will be put on the agenda for the next meeting.

Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

Don and Shyrl requested that the Meeting Agendas be published sooner than they currently are. Twenty-four-hour notice is not enough time for citizens to schedule to appear at meetings to participate in the public forum.

The Executive Director will work with staff to get a preliminary agenda out on the Friday prior to the Wednesday meeting.

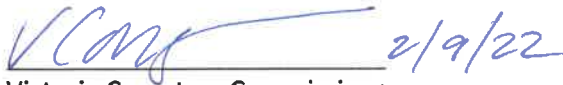
Adjourn: 1: 34 PM



Graham Black, Commissioner
For Victoria Compton



Barbara Marrett, Commissioner



Victoria Compton, Commissioner